

# 2018 INFORMATION

## Los Angeles Unified School District



### 403(b) Plan

The 403(b) Plan is a valuable retirement savings option available through Los Angeles Unified School District. This notice provides a brief explanation of the provisions, policies and rules that govern the 403(b) Plan.

Plan administration services for the 403(b) plan are provided by TSA Consulting Group, Inc. (TSACG). Visit <http://403b.lausd.net> for information about enrollment in the plan, available providers, distributions, exchanges or transfers, 403(b) loans, and rollovers.

#### Eligibility

All employees, except for contractors, school board members and student workers, are eligible to participate in the 403(b) plan immediately upon employment. Employees may make voluntary elective deferrals to the 403(b) plan. Participants are fully vested in their contributions and earnings at all times.

#### Employee Contributions

Upon enrollment, participants designate a portion of their salary that they wish to contribute to their traditional 403(b) account up to their annual maximum contribution limit on a pre-tax basis, thus reducing the participant's taxable income. Salary deferral contributions to the participant's 403(b) account are made from income paid through the employer's payroll system. Taxes on contributions and any earnings are deferred until the participant withdraws their funds.

The Internal Revenue Service regulations limit the amount participants may contribute annually to tax-advantaged retirement plans and imposes substantial penalties for violating contribution limits. TSACG monitors 403(b) plan contributions and notifies the employer in the event of an excess contribution.

**The Basic Contribution Limit for 2017 is \$18,000.**

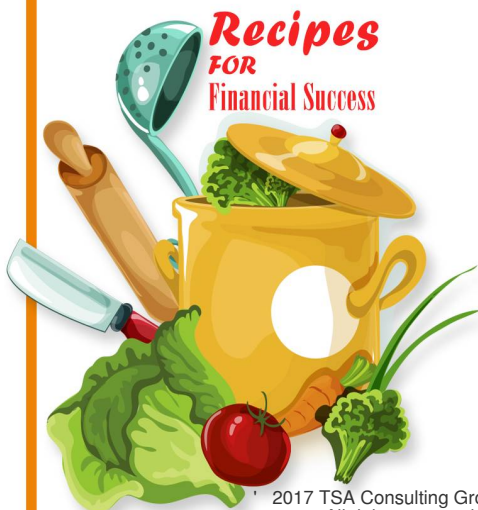
**The Basic Contribution Limits for 2018 will be available at <http://403b.lausd.net> in January 2018**

#### Age-Based Additional Amount

Participants who are age 50 or older any time during the year qualify to make an additional contribution of up to \$6,000. This contribution limit may change for 2018.

#### Enrollment

Employees who wish to enroll in the 403(b) plan must first select the provider and investment product best suited for their account. Upon establishment of the account with the selected provider, a "Salary Reduction Agreement" (SRA) form and any disclosure forms must be completed and submitted to TSACG. This form authorizes the employer to withhold 403(b) contributions from the employee's pay and send those funds to the Investment Provider on their behalf. A SRA must be completed to start, stop or modify contributions to a 403(b) account. You may enroll and/or make changes to your current contributions anytime throughout the year.





### Plan Distribution Transactions

Distribution transactions may include any of the following: loans, transfers, rollovers, exchanges, hardships, or distributions. Participants may request these distributions by completing the necessary forms obtained from the provider and TSACG as required. All completed forms should be submitted to TSACG for processing. Some transactions may be completed at <http://403b.lausd.net>.

### 403(b) Plan Loans

Participants may be eligible to borrow their 403(b) plan accumulations depending on the provisions of their 403(b) account contract and provisions. If loans are available, they are generally granted for a term of five years or less (general-purpose loans). Loans taken to purchase a principal residence can extend the term beyond five years depending on the provisions of their 403(b) account contract and provisions. Details and terms of the loan are established by the provider. Participants must repay their loans through monthly payments as directed by the provider. Prior to taking a loan, participants should consult a tax advisor.

### Plan-to-plan Transfers

A plan-to-plan transfer is defined as the movement of a 403(b) account from a previous plan sponsor's plan and retaining the same account with the available provider under the new plan sponsor's plan.

### Rollovers

Participants may move funds from one qualified plan account, i.e. 403(b) account, 401(k) account or an IRA, to another qualified plan account at age 59½ or when separated from service. Rollovers do not create a taxable event.

### Distributions

Retirement plan distributions are restricted by IRS regulations. A participant may not take a distribution of 403(b) plan accumulations without penalty unless they have attained age 59½ or separated from service in the year in which they turn 55 or older. In most cases, any withdrawals made from a 403(b) account are taxable in full as ordinary income.

### Exchanges

Participants may exchange account accumulations from one 403(b) investment provider to another 403(b) investment provider that is authorized under the plan; however, there may be limitations affecting exchanges, and participants should be aware of any charges or penalties that may exist in individual investment contracts prior to exchange.

### Hardship Withdrawals

Participants may be able to take a hardship withdrawal in the event of an immediate and heavy financial need. According to IRS Safe Harbor regulations, to be eligible for a hardship withdrawal, a participant must have exhausted all other available financial resources. The participants must also verify and provide evidence, according to IRS Safe Harbor regulations, that the distribution is being taken for one or more of the following reasons: eligible medical expenses; the purchase of a principal residence (excluding mortgage payments); tuition payments and/or room and board for the next 12 months of post-secondary education for the participant, his/her spouse or dependents; payments necessary to prevent foreclosure on the mortgage of, or eviction from, a principal residence; funeral expenses for a family member; or loss or damage as a result of a natural disaster (for example, an earthquake). After receiving a hardship withdrawal, the participant may not make voluntary contributions to any District sponsored retirement plan for a period of six months.

### Employee Information Statement

Participants in defined contribution plans are responsible for determining which, if any, investment vehicles best serve their retirement objectives. The 403(b) plan assets are invested solely in accordance with the participant's instructions. The participant should periodically review whether his/her objectives are being met, and if the objectives have changed, the participant should make the appropriate changes. Careful planning with a tax advisor or financial planner may help to ensure that the supplemental retirement savings plan meets the participant's objectives.

### Investment Provider Information

A current list of available 403(b) Investment Providers is available at <http://403b.lausd.net>.



## PREPARING A HEALTHY RETIREMENT

### TSA Consulting Group

Website: [www.tsacg.com](http://www.tsacg.com)

### Plan Administrator Contact Information

#### SRA Forms or Transactions

P.O. Box 4037  
Ft. Walton Beach, FL 32549  
Toll-free: 1-888-796-3786  
Toll-free fax: 1-866-908-7582

#### For overnight deliveries

73 Eglin Parkway NE, Suite 302  
Ft. Walton Beach, FL 32548  
Toll-free: 1-888-796-3786  
Toll-free fax: 1-866-741-0645